

INSTRUCTIONS FOR COMPLETING FORM SR-2

Use **black** ink if handwritten or type. Enter your correct business name and mailing address in the blank space in the upper left hand corner of the form. Enter the federal employer identification number issued to you by the IRS in the blocks to the right of the mailing address. For questions on Items 1-8 and 10-14, call the Status Unit at 334-242-8830. For questions on Item 9, call the Labor Market Information Division at 334-242-8873.

- ITEM 1.** Mark the type of employment you are reporting.
- **Non-farm** is employment in any regular business that is not agricultural, domestic, or governmental.
 - **Agricultural** is employment on a farm in connection with raising or harvesting any agricultural or horticultural commodity.
 - **Domestic** is employment in a private home, local college club, or local chapter of a college fraternity or sorority for a person, their spouse, or estate.
 - **Governmental** is employment in state and local entities.
- ITEM 2.** If yes, enter account number on Item 2a.
- ITEM 3.** If yes, enter what state(s) on Item 3a.
- ITEM 4.** Your firm is subject to FUTA if you had employees in another state prior to having employees in Alabama. Enter the year you became subject on Item 4a. and indicate on Item 4b. if you are still liable.
- ITEM 5.** If you started a new business, mark yes and enter date of your first employment on Item 5b. Skip to Item 7. If you acquired an on-going business, enter date of your first employment on Item 5b. and complete Item 6.
- ITEM 6.** The predecessor is the previous owner from whom you acquired the business or the entity with which your firm merged. If you changed form of organization (i.e. sole proprietor to corporation), the predecessor is the entity from which you changed. Enter all information in Items 6a., b., c., and d. In Item 6e., check yes if your predecessor (previous owner) will no longer report employment in Alabama and enter the date on which the predecessor ceased employment in Item 6f.
- ITEM 7.** Insert year and total wages paid in each quarter. If the present quarter is not complete, enter total wages paid to date.
- ITEM 8.** Enter the year for which you are reporting and the number of employees you had in employment each week following the date entered in Item 5b.
- ITEM 9.** See attached instruction sheet. For questions on Item 9, call the Labor Market Information Division at 334-242-8873.
- ITEM 10.** Mark form of organization. If LLC, you must indicate filing status with the IRS on Item 10a. If Non-Profit with 501(c)3 exemption, mark yes on Item 10b. and attach a copy of your letter of exemption from the IRS.
- ITEM 11.** List name of owner, partners, officers and members and their social security numbers. If the member(s) of the LLC is another entity, enter that member's federal identification number.
- ITEM 12.** If yes, you must submit an Application for Voluntary Election (Form UC-6). The Application for Voluntary Election may be downloaded at www.dir.alabama.gov/docs/forms/uc_form_uc-6.pdf.
- ITEM 13.** Enter your business name, physical location in Alabama, and telephone number. List fax, email address and contact person, if applicable.
- ITEM 13a.** Leave blank if you prepare your own reports. If someone else is responsible for filing your wage reports, enter all applicable information.
- ITEM 14.** The application should be signed by an owner or officer of the business. However, if signed by a CPA, Tax Preparer, etc., a Power of Attorney should be included with the application in order to handle tax matters for the subject entity. The Power of Attorney form may be downloaded at www.dir.state.al.us/docs/forms/uc_power_of_attorney.pdf.

INSTRUCTIONS FOR COMPLETING ITEM 9 OF FORM SR-2

- Column 1.** Enter the trade name and physical location (including street address, city and zip code) for each operating unit to be covered under this account number. In the event there is no permanent Alabama location, enter "Statewide" beside the name of that operating unit. **Note:** Employee residence is not considered a permanent location.
- Column 2.** Enter the county or counties in Alabama for each operating unit.
- Column 3.** Enter the number of employees by each operating unit. If the unit listed has not begun operations, estimate the expected number of employees.
- Column 4.** Using examples below, list the specific activity(s) and detail for each operating unit.
- Column 5.** Enter the percentage of total sales or value of receipts for each specific activity.

**For your convenience, the following includes HEADINGS and EXAMPLES of specific activities with detail.
All activities and services are NOT included in examples.**

Example format for Column 4:

HEADING
Specific Activity ----- detail

ACCOMMODATION & FOOD SERVICES

Accommodation: hotels, bed & breakfast inns, vacation camps, rooming & boarding houses, etc.
Food Services/Drinking Places: limited service restaurants, cafeterias, snack bars, mobile food service, bars, etc.

ADMIN/SUPPORT WASTE MGT/REMEDIAATION SERVICES **EMPLOYEE LEASING - ALWAYS PROVIDE A LIST OF CLIENTS**

Administrative & Support Services: temporary help, employee leasing, telephone answering, security guards, janitorial, lawn service, grass cutting, landscaping, travel agencies, etc.
Waste Management & Remediation Services: hazardous waste collection, solid waste incinerators, septic tank, etc.

AGRICULTURE, FORESTRY, FISHING & HUNTING

Fishing, Hunting & Trapping: fishing (finfish, shellfish, other), hunting & trapping, etc.
Agriculture & Forestry Support Activities: cotton ginning or harvesting, soil preparation, farm management, etc.

ARTS, ENTERTAINMENT & RECREATION

Arts, Entertainment & Recreation: dinner theaters, sports teams, managers for artists, museums, amusement parks, etc.

CONSTRUCTION **ALWAYS INDICATE PRIMARILY RESIDENTIAL OR NONRESIDENTIAL**

Building, Developing & General Contracting: land subdivision, single/multi family, residential remodeling, commercial bldg, etc.
Heavy Construction: street, bridge, pipeline, power transmission line, industrial non-building structure, etc.
Special Trade Contractors: plumbing, heating, electrical, painting, tile, roofing, masonry, excavation, wrecking, etc.

CONSULTING

Consulting: computer systems, engineering, real estate, personnel management, etc.

EDUCATIONAL SERVICES

Educational Services: public & private schools, cosmetology school, flight training, computer training, etc.

FINANCE & INSURANCE

Finance: central bank, credit unions, mortgage brokers, investment advice, custody activities, etc.
Insurance: direct life, property, title, claims adjuster, pension funds-third party administration, trusts, etc.

HEALTH CARE AND SOCIAL ASSISTANCE

Ambulatory Health Care Services & Hospitals: mental health physicians, dialysis centers, medical labs, substance abuse hospitals, etc.
Nursing & Residential Care Facilities: assisted living communities, homes for the elderly, etc.
Social Assistance: family services, emergency relief services, vocational rehabilitation, child day care, etc.

INFORMATION

Publishing, Motion Picture and Sound: newspaper, greeting card, drive-in, teleproduction, integrated record production, etc.
Broadcasting & Telecommunications: radio networks or stations, cable dist, wired telcom carriers, telcom resellers, etc.
Information & Data Processing Services: libraries, on-line information, data processing services, etc.

MANAGEMENT OF COMPANIES & ENTERPRISES

Mgt of Companies & Enterprises: offices of bank holding companies, corp, subsidiary, regional managing offices, etc.

MANUFACTURING

Textile Mills: yarn spinning or texturing, narrow fabric, non-woven fabric, fabric finishing, etc.

Apparel Manufacturing: sheer hosiery, men's cut & sew shirt, fur apparel, hat, glove, etc.

Leather & Allied Product Manufacturing: tanning, house slipper, men's footwear, luggage, handbag, etc.

Wood Product Mfg: sawmills, hardwood veneer, door, manufactured home, pallet, etc.

Paper Mfg: paper mills, folding paperboard box, coated paper, envelope, stationery, etc.

Printing & Related Support Activities: commercial lithographic or screen, digital, business forms, trade binding, etc.

Plastics & Rubber Products Mfg: unsupported plastics bag, plastics pipe, tire mfg or retreading, etc.

Primary Metal Mfg: iron mills, rolled steel shape, alumina refining, primary smelting, steel foundries, etc.

Fabricated Metal Product Mfg: iron forging, cutlery, prefab metal bldg, hardware, heavy spring, bolt, small arms, etc.

Electrical Equip, Appliance & Component: lighting, household vacuum, generator, current carrying wire, etc.

Furniture & Related Product: residential or nonresidential, upholstered, kitchen cabinets, mattress, blinds, etc.

MINING

Oil & Gas Extraction: crude petroleum, natural gas, natural gas liquid, etc.

Mining (Except Oil & Gas): underground or surface, gold, coal, metal, nonmetallic mineral quarrying, etc.

Mining Support Activities: drilling oil & gas wells, operations support for coal or metal mining, etc.

OTHER SERVICES (EXCEPT PUBLIC ADMIN)

Repair & Maintenance: auto transmission repair, electronic equipment, reupholstery, etc - without retail sales

Personal & Laundry Services: hair care service, diet center, cemeteries, dry cleaning, one-hour photo finishing, etc.

Religious/Grantmaking/Prof/Like Organizations: voluntary health, environment organizations, labor unions, political organizations, etc.

Private Households: private households

PROFESSIONAL, SCIENTIFIC & TECHNICAL SERVICES

Professional, Scientific & Technical Services: lawyers, tax preparation, payroll services, facilities management, marketing, veterinary, etc.

PUBLIC ADMINISTRATION

Public Administration: legislative bodies, correctional institutions, admin of public health programs, admin of conservation programs, admin urban planning, regulation & admin of transportation programs, space research, etc.

REAL ESTATE & RENTAL & LEASING

Real Estate & Rental & Leasing: residential/commercial property managers, car rentals, self storage, etc.

TRADE - RETAIL

Store & Non-store Retailers: new car dealers, home furnishings, household appliances, paints, baked goods, pharmacies, gasoline stations w/convenience stores, shoes, warehouse clubs, florists, manufactured home dealers, vending machines, heating oil dealers, etc.

TRADE - WHOLESALE ** ALWAYS INDICATE ON OR OFF-SITE INVENTORY, TYPE OF PRODUCT SOLD **

Merchant, Mfg Rep/Broker,B2B,Import/Export: motor vehicle, office equipment, electrical goods, pharmaceuticals, livestock, etc.

TRANSPORTATION & WAREHOUSING

Air, Rail, Water Transportation: scheduled freight air, short line railroads, deep sea passenger, inland water freight, etc.

Truck Transportation: local general freight, long-distance specialized freight, used office goods moving, etc.

Other Transportation: crude oil, land sightseeing, air traffic control, port operations, freight arrangements, etc.

Warehousing & Storing: general, refrigerated, farm, etc.

UTILITIES

Generation, Transmission, Distribution, etc.: hydroelectric, fossil, nuclear, natural gas or electric power distribution, irrigation, etc.